

# 2022 Coordinator's Calendar - Year at a Glance

## January

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to <a href="mailto:WICaddress@doh.wa.gov">WICaddress@doh.wa.gov</a>
	<b>Complete time studies for January (Memo 2021-115)</b>
	WIC Shopping Guide Distribution Plan (Memo 2021-140) <ul style="list-style-type: none"> <li>• Mail materials to 10% of families</li> <li>• Survey participants January – February</li> <li>• Order printed materials</li> </ul>
1	No longer have the option of offering a 30-day grace period for a therapeutic formula (Memo 2021-123)
1	Cash Value Benefits extended to March 31, 2022 (Memo 2021-143)
10	<b>2022 WIC Contract arrives at agency (Memo 2021-145)</b>
10	Send request for reallocation funds (Memo 2021-146)
13	WIC Update Webinar- NEW link (Memo 2021-151)
10-14	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
17	State office closed – Martin Luther King, Jr. Day
31	Complete 5% review of December 2021 SOD report (Memo 2021-31)

## February

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to <a href="mailto:WICaddress@doh.wa.gov">WICaddress@doh.wa.gov</a>
	WIC Shopping Guide Distribution Plan: Survey participants (Memo 2021-140)
1	<b>2022 WIC contract due to DOH Contracts Management (Memo 2021-145)</b>
15	<b>Submit January Time Study Workbook or Time Keeping Information to <a href="mailto:WICBudgets@doh.wa.gov">WICBudgets@doh.wa.gov</a></b>
18	The Continuing Resolution (CR) funds the federal government
21	State office closed - President's Day
28	Complete 5% review of January 2022 SOD report (Memo 2021-31)

## March

	<b><a href="#">National Nutrition Month</a></b>
	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to <a href="mailto:WICaddress@doh.wa.gov">WICaddress@doh.wa.gov</a>
9	Registered Dietitian Nutritionist (RDN) Day
31	Cash Value Benefit extension
31	Complete 5% review of February 2022 SOD report (Memo 2021-31)

Note: **Red items are contract deliverables**



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### April

	Submit clinic staff changes for email distribution lists, clinic address, phone and fax number changes to <a href="mailto:WICaddress@doh.wa.gov">WICaddress@doh.wa.gov</a>
	Complete time studies for April (Memo 2021-115)
14	Waivers currently expire (additional extensions are expected)
11-15	Sandbox Quarterly Refresh; Sandbox unavailable (Memo 2021-144)
30	Complete 5% review of March 2022 SOD report (Memo 2021-31)



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## Activities to complete (not time specific)

Complete [Civil Rights](#) training (Memo 2019-69)

Complete annual inventory of equipment purchased with WIC funds (Call your LPC with questions.)

Complete [local agency yearly self-evaluation](#)

Conduct annual performance review for staff, include a minimum of four observations per staff person

Conduct outreach frequently throughout the year

Check calibration of scales and hematology equipment twice a year

Review confidentiality policies and have staff sign a Statement of Confidentiality form

Review and update clinic policies and protocols

Review caseload monthly and work the No Activity Report

Review inventory of breast pumps to check for lost, stolen or missing pumps

Send in [lost-stolen-damaged pump forms](#) to state office

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